

## **Seven Stages of Procurement**

Generate

criteria

format

evaluation

Create RFP

according to

Vendor

Identify most

appropriate

purchasing

method

Portfolio



Track vendor

performance

Need	Pre-	Solicitation	Solicitation	Evaluation Process	Award	Contract
Identification	Solicitation	Preparation	Process		Process	Process
<ul> <li>Identify need for purchase</li> <li>Start selecting cross-functional team</li> </ul>	<ul> <li>Identify cross- functional team</li> <li>Decide on required analysis</li> <li>Develop Factor profile</li> <li>Generate</li> </ul>	<ul> <li>Develop Sourcing strategy</li> <li>Develop Bid Factors for sourcing</li> <li>Generate questions for RFP</li> </ul>	<ul> <li>Post eRFP advertisement or bid notice on GPR</li> <li>Conduct Q&amp;A session</li> <li>Conduct offeror conference</li> </ul>	Select Vendors     Conduct     administrative     review     Evaluate     technical     proposal      Analyze cost	<ul> <li>Issue intent to award</li> <li>Handle vendor protests</li> <li>Implement new agreement</li> <li>Issue notice of</li> </ul>	<ul> <li>Create contract administration plan</li> <li>Sustain results</li> <li>Track contract performance</li> </ul>

Select

path

Implementation

Evaluation/

negotiation

Develop

plan

Receive bids

proposal (TCO

calculation)

Negotiation

Conduct

Finalize

contract

award

store

Document and

contract/purch

ase details